

**Below are the recommended best practices for both Notaries and signers regarding important health and safety guidance amid growing concerns over the COVID-19 coronavirus.**

- Decline an assignment if you feel the environment would put you at risk in any way.
- If you are sick, decline the assignment for the safety of signers and borrowers and notify the contracting party that hired you.
- Keep hand sanitizer and disinfecting wipes with you at all times and use them frequently.
- You have the right to leave a signing location if you see any warning signs after arriving on site.
- If you leave an assignment without completing the signing, notify the title company, signing service or other hiring body immediately and explain why.
- Instead of handshakes, you are encouraged to use other respectful forms of greeting, like putting your hand over your heart and bowing your head.

The [Center For Disease Control and Prevention](#) reports that the coronavirus is mainly spread from person-to-person via coughing and sneezing. It might be possible to contract COVID-19 by touching a surface or object that has the virus on it, but that is not believed to be the main method by which it spreads. To reduce the risk of being exposed during assignments, the CDC recommends everyone take the following precautions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wash your hands often with soap and water for at least 20 seconds. You should wash your hands before eating, using the restroom or after coughing, sneezing or blowing your nose.
- If you do not have access to soap and water, wash your hands with alcohol-based hand sanitizer that contains at least 60%-90% alcohol.

If you are well, the CDC does not recommend wearing a face mask to protect yourself from viruses. Face masks should be used by people who show symptoms of COVID-19, health workers, or people who are taking care of someone in close settings such as a health care facility.

If you feel sick, the CDC recommends that you stay home and contact your healthcare provider.

The National Notary Association (NNA) recommends a new best practice that both Notaries and signers/borrowers complete a disclosure prior to each individual signing. The disclosure which, if used, will be produced by your contracting party and may include questions about your recent travel and if you have had contact with any people diagnosed with the coronavirus. You are encouraged to reach out to your contracting parties for specific guidance and be sure to follow any new procedures they prescribe. Notaries should expect enhanced precautions from contracting parties for as long as the COVID-19 crisis remains a threat to health and safety.